

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division INDUSTRIAL HYGIENE GROUP Standard Operating Procedure: Program Procedure	NUMBER IH50300
	REVISION Final Rev2
Subject: Industrial Hygiene Service Provider Training & Qualification	REV. DATE 01/20/06
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The image shows a thumbnail of a table titled "BNL IH Group Training & Qualification Matrix". The table has columns for "Activity", "OSHA", "EPA", "DOE", and "Other". It lists various industrial hygiene activities and their corresponding regulatory requirements.

1.0 Purpose & Scope

The purpose of this procedure is to define specific training and qualification criteria for those conducting Industrial Hygiene services at BNL. This document describes program elements necessary for compliance with DOE Orders, the SBMS Subject Area *Training & Qualification*, and the OSH Management System (OHSAS).

Qualification for many of the hazardous IH activities are defined in separate IH Group procedures. *Attachment 9.1* of this SOP provides a sample of the table that is maintained for establishing and documenting the minimum IH service provider qualifications.

The scope and applicability of this SOP is applicable to any BNL employee providing services at BNL.

2.0 Responsibilities

- 2.1 Setting the criteria for minimum training, education, and years experience for the delivery of IH Service delivery at BNL is set through the Industrial Hygiene Group Leader.

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2.2 Each supervisor of a person providing IH service delivery at BNL is responsible to verify the completion of the requirements set for competency and, along with the their organization's Training Coordinator, is responsible to track the qualifications of their staff.

2.3 All IH service providers are responsible to complete courses and classes necessary to maintain their qualifications for their role in the IH program.

3.0 Definitions

BTMS: Brookhaven Training Management System

IHG: Safety and Health Services Division's Industrial Hygiene Group

JPM: Job Performance Measure

JRA: Job Risk Assessment- a quantitative risk assessment of hazardous IH Group operations which is part of the occupational Safety & Health Management System.

JTA: Job Training Assessment

4.0 Prerequisites

none

5.0 Precautions

none

6.0 Procedure

6.1 **Determining the needs for formal qualification:** The following is the set of criteria that defines the development of formal qualification criteria:

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- 6.1.1 Roles/activities that involve routine, daily tasks not specific to performing IH services do not require formal qualification. Examples include: driving a car, attending meetings, writing reports, filing documents, etc. These are covered in Job Risk Assessments under the OHSAS 18001 system.
- 6.1.2 Roles/activities that involve specialized IH expertise require formal qualification criteria. Examples include conducting a self-assessment, serving as the SME of a Subject Area development team, serving as an IH Program Administrator. These types of activities are assigned by the IH Group Leader only to individuals known to have the educational and experience background necessary to perform the role. Some activities within this type of role have written performance SOPs that the IH professional is expected to understand and follow. Examples are the SOP *IH50510 Conducting a Self Assessment* and *IH50610 Serving as a Program Administrator*.
- 6.1.3 Roles/activities that require specialized knowledge in the operation of equipment require formal qualification. These qualifications have a JPM associated with a meter operation or investigation technique. Examples include using a XRF, noise meter, integrated sampling pump, etc.
- 6.1.4 Roles/activities that involve work with a significant safety risk always require formal qualification and must have a JPM associated with the operation. Examples of these tasks include using a XRF (radiological source), surface wipe sampling (potential for skin contamination), and perchlorate sampling (explosion hazard), etc.
- 6.2 **Documenting qualification status:** Successful completion of training and qualification is documented and tracked as per the following:
- 6.2.1 BNL level training on topics required for all BNL employees is included in the Job Training Assessment and tracked in the BTMS system under the site's general employee roles. Examples are: Computer Security and General Employee Training.
- 6.2.2 BNL site level training & IH specific training necessary for IH service provider employees to adequately conduct their specific role(s) are listed in the *BNL IH Group Training & Qualification Matrix* (see Attachment 9.1 for the format. The most recent version of the Matrix is kept on the SHSD IH SOP web page). The

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appropriate code is to be entered into the individual's Job Training Assessment and are tracked in the BTMS system. The matrix is updated as new qualification criteria are developed. Examples of items entered into Matrix include:

- Web classes such as like HP-IND-200 *Hazard Communication*,
- Lecture classes such as HP-OSH-016 *Confined Space Entry*, and
- IH Group administered Job Performance Measurements such as HP-IHP-75190 *Surface Wipe Sampling*.

6.2.3 As new BNL and IHG training classes/JPMs are added to the *BNL IH Group Training & Qualification Matrix*, the IH Group Leader notifies Office of Training and Qualification so that the JTA Job Code is updated.

6.2.4 As new employee roles are added, the supervisor of IH service providing organizations notifies their Training Coordinator so that the appropriate individual's Job Training Assessment is updated.

7.0 Implementation & training

7.1 The IHG qualifies SHSD personnel who perform fieldwork under this program as per the Training Matrix. Training status is tracked in the BTMS system. When a new training qualification is established, staff have 30 days to complete the training prior to the initial entry of the class on their JTA.

7.2 Non-SHSD personnel are to be qualified to the same criteria set in this procedure under the Training Matrix. The delivery the qualification training is the responsibility of the management using a format, delivery technique, curriculum, class duration, and instructor that has been approved by the SHSD IH Group Leader. Training status is to be tracked in the BTMS system. When a new training qualification is established, staff have 30 days to complete the training prior to the initial entry of the class on their JTA.

8.0 References

8.1 *DOE Order 440.1A*

9.0 Attachments

The only official copy is on-line at the SHSD IH Group website.
 Before using a printed copy, verify that it is current by checking the document issue date on the website.

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9.1 Example of the BNL Unified Industrial Hygiene Training & Qualification Matrix

10.0 Documentation

Document Development and Revision Control Tracking		
Prepared By: <i>(signature/date on file)</i> R. Selvey 3/29/05 Certified Industrial Hygienist	Reviewed By / Date: <i>(signature/date on file)</i> J. Peters 4/08/05 Certified Industrial Hygienist	Approved By / Date: <i>(signature/date on file)</i> R. Selvey 04/08/05 Industrial Hygienist Group Leader
ESH Coordinator/ Date: <i>none</i>	Work Coordinator/ Date: <i>none</i>	SHSD Manager / Date <i>none</i>
QA Representative / Date: <i>none</i>	Training Coordinator / Date: T. Blydenburgh 04/08/05	Filing Code: IH52.05
Facility Support Rep. / Date: <i>none</i>	Environ. Compliance Rep. / Date: <i>none</i>	Effective Date: 04/11/05
ISM Review - Hazard Categorization <input type="checkbox"/> High <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Low/Skill of the craft	Validation: <input type="checkbox"/> Formal Walkthrough <input checked="" type="checkbox"/> Desk Top Review <input type="checkbox"/> SME Review Name / Date:	IMPLEMENTATION: Training Completed: Procedure posted on Web: Hard Copy" files updated:

Revision Log		
Purpose: <input type="checkbox"/> Temporary Change <input type="checkbox"/> Change in Scope <input type="checkbox"/> Periodic review <input checked="" type="checkbox"/> Clarify/enhance procedural controls		
Changed resulting from: <input type="checkbox"/> Environmental impacts <input type="checkbox"/> Federal, State and/or Local requirements <input checked="" type="checkbox"/> Corrective/preventive actions to non-conformances <input type="checkbox"/> none of the above		
Section/page and Description of change: Scope broaden to non-SHSD organization.		
<i>R. Selvey 10/28/05</i> <i>(signature/date on file)</i> SME Reviewer/Date:	Reviewer/Date:	Reviewer/Date:

The only official copy is on-line at the SHSD IH Group website.
Before using a printed copy, verify that it is current by checking the document issue date on the website.

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Purpose: <input type="checkbox"/> Temporary Change <input type="checkbox"/> Change in Scope <input type="checkbox"/> Periodic review <input checked="" type="checkbox"/> Clarify/enhance procedural controls		
Changed resulting from: <input type="checkbox"/> Environmental impacts <input type="checkbox"/> Federal, State and/or Local requirements <input checked="" type="checkbox"/> Corrective/preventive actions to non-conformances <input type="checkbox"/> none of the above		
Section/page and Description of change: Clarified the wording in 7.2 on the approval of the training delivered by non-SHSD organization.		
<i>R. Selvey 01/20/06</i> (signature/date on file) SME Reviewer/Date:	Reviewer/Date:	Reviewer/Date:

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Attachment 9.1

Example of the BNL IH Group Training & Qualification Matrix

BNL Industrial Hygiene Program Unified Site-wide Training & Qualification Matrix Effective Date: 01/03/06		 <small>managed by Brookhaven Science Associates for the U.S. Department of Energy</small>		
Course#	Title	Frequency	IH SOP#	OHSAS 18001 SHSD JRA#
JTA HP-50C	IH Program Administrator (SHSD only)			
PE-OWS-139	Project Management: The Fundamentals Course	one-time	--	--
PE-PC-112	Time Management	one-time	--	--
PE-PC-123	Exceptional Customer Service	one-time	--	--
HP-IHP-50500	Reporting Personnel Exposure Monitoring Results	3 yr	60500	SH-JRA-12
HP-IHP-50510	Conducting a Self-Assessment	3 yr	50510	SH-JRA-12
HP-IHP-50520	Self Assessment Report Content	3 yr	50520	SH-JRA-12
HP-IHP-50700	IH Requirements Management	3 yr	50700	SH-JRA-12
JTA HP-50D	Tier 1 and OREIERE IH Inspector (SHSD only)			
<div style="border: 1px solid black; background-color: yellow; padding: 20px;"> <h1 style="margin: 0;">Sample</h1> <p style="margin: 10px 0;">The Official Copy of the Training & Qualification Matrix follows this format, but is kept on the SHSD Web Page to secure it as a Controlled Document and to facilitate distribution. Use only the most recent edition obtained from the SHSD web site.</p> </div>				
JTA HP-51	IH Instrumentation and Calibration Lab Technician (SHSD only)			
HP-IND-220	Web CBT or Course: Laboratory Standard	AS 87MS SPECIFIED	--	--
HP-IND-220	Web CBT or Course: Hazard Communication	AS 87MS SPECIFIED	--	--
TO-CompGas3	Web CBT: Compressed Gas Safety	AS 87MS SPECIFIED	--	--
TO-Electrical	Web CBT: Electrical Safety I	AS 87MS SPECIFIED	--	--